**Social Media and Technology Intern** - The Old Baldy Civil War Roundtable of Philadelphia

Energetic and knowledgeable individual is sought to assist in developing the social media presence for a local non-profit historical society.

**Intern Duties and Responsibilities**

* Identify the appropriate technology (hardware, software, apps) and methodology required for;
  + Live webcasting of in-person presentations.
  + Video recording of presentations for posting on Facebook, YouTube and website.
  + Live interactive presentations by a remote speaker.
* Attend monthly Roundtable meetings to assist with the recording and/or webcasting of presentations.
* Post and edit video content on Facebook and YouTube.
* Create an index of topics in our website archive of monthly newsletters.
* Assist the program committee in planning for an upcoming major symposium.
* Assist the grant committee in locating and applying for appropriate grants.

**Intern Requirements and Qualifications**

* Proficient computer skills, including MS Office (Word, PowerPoint, Excel).
* Proficient in Social Media skills (Facebook, YouTube).
* Knowledgeable in audio/video technologies.
* Excellent organizational, and written and verbal communication skills.
* Self-directed and able to work with minimum supervision.
* Energetic and eager to tackle new projects and ideas.
* High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit.
* Must be 18 years of age.

The Old Baldy Civil War Round Table, founded in 1977, serves the greater Philadelphia area with a discussion forum for Civil War-era topics. The purpose of the Roundtable is to promote education in regard to the American Civil War era, to further stimulate interest in and discussion of all aspects of the Civil War and to support and encourage the preservation of American Civil War monuments and sites. We strive to bring into the community, members, guests, and speakers who share knowledge and perspective about all aspects of the war, its causes, influences and consequences.

The Old Baldy Civil War Roundtable of Philadelphia

Meets every 2nd Thursday, 7:15pm

Camden County College, Connector 101

200 College Drive, Blackwood, NJ 08012

[www.oldbaldycwrt.org](http://www.oldbaldycwrt.org) Facebook: Old Baldy Civil War Roundtable